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EYES ONLY

ORD-6789-71

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD
25X1A9a

SUBJECT : Promotion for [REDACTED]

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1. This memorandum is a strong recommendation for the promotion of [REDACTED] from GS-06 to GS-07. [REDACTED] has served as a secretary to the Medical and Behavioral Sciences Division for approximately four years and has been in grade for over two years. During that time period, we, in the division, have seen [REDACTED] evolve from an employee who had good potential, but lacked self-confidence, into a uniformly strong performer who conducts office business in an efficient and pleasant manner.

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2. During the last two years, particularly, [REDACTED] has been a dedicated and unselfish employee. She has willingly given time and assistance to junior secretaries and enhanced their development. She has proved equally adept at establishing intra-office routines which alert the project officers to schedule requirements. She has met all the secretarial support needs of five professionals within the office in a timely manner even during periods of excessive work loads when she was without assistance. Conversely, during slack work periods she has invariably kept herself occupied in a productive manner and actively sought work. [REDACTED] clearly has been and continues to be a well motivated employee who has sought to improve her professional skills through training. An important point in this regard is that her motivation has come essentially entirely from within.

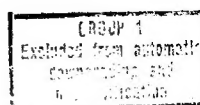
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3. [REDACTED] is overdue for promotion from an average-time-in-grade viewpoint, and I must accept responsibility for failing to take the necessary steps to provide [REDACTED] with a more timely recognition of her clearly superior efforts. In self defense I would like to say that she contributed to this oversight because of her quiet competence which caused her to be taken for granted. [REDACTED] has conducted herself in a mature, responsible, and cordial manner in every regard and on numerous occasions has drawn very favorable

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comment from visitors. There is no doubt in the minds of all our division personnel that she is an outstanding person and an asset.

4. This memorandum of recommendation is going forward without the usual accompanying fitness report. The basic reason is that the last one submitted on [REDACTED] was three months ago and is still considered as valid. [REDACTED] overall performance is unquestionably superior, and she has performed at that level in a consistent fashion over a long period of time.

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5. Lastly I would like to note that though this strong recommendation for promotion is being submitted in the "freeze" period, it is being submitted in the expectation that [REDACTED] would be among the first to gain meritorious recognition once the promotion restrictions are removed. I feel confident, on the basis of her consistent excellent past performance, that [REDACTED] future performance will be at a comparable or higher level, and would unhesitantly revalidate the request if necessary. It is therefore recommended that [REDACTED] be given utmost consideration for promotion from GS-06 to GS-07.

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[REDACTED]
DC/MBSD

CONCUR:

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[REDACTED]
C/MBSD

2 November 1971
Date

RECOMMEND APPROVAL:

[REDACTED]
Chairman, Special Panel/ORD

30 November 1971
Date

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Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100103-4

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SUBJECT : Promotion for [REDACTED]

APPROVED:
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[REDACTED]

10 OCT 1971

Director of Research and
Development

Date

Distribution:

- Orig & 1 - Special Panel
- 1 - AO/ORD
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MBSD/ORD/DD/S&T [REDACTED] dlj/2702 (26 Oct 71)

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